

CITY OF HAYWARD

COMMUNITY SERVICES COMMISSION

BYLAWS

ARTICLE I

PURPOSE

SECTION 100. The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute the *Community Services Commission* as the official, responsible, community-oriented body within the City Government in order to:

- A. Provide advice and assistance to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City;
- B. Encourage the development of a planned and orderly approach to the development of community services in the City;
- C. Identify the needs for community services, to plan for the coordinated delivery of such services to residents in need through both private and public resources so as to avoid duplication and conflict of effort;
- D. Evaluate the effectiveness of the services provided, and to advise the City Council in regard to these functions;
- E. Support community improvement goals, and to help solve community problems;
- F. Serve as the Citizens Review mechanism of federally financed or aided projects; and,
- G. Create and sustain an environment which will encourage and bring about mutual understanding and respect among all groups of the City, and to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education.

ARTICLE II

POWERS AND DUTIES

SECTION 200. The Community Services Commission ("CSC") as an advisory body to the City Council shall have the power and duty to:

- 1) Adopt rules and regulations for the conduct of its business and for the time and place of its meetings. Any such rules and regulations shall be published and made available to the public.
- 2) Inform themselves of their community's renewal activities.
- 3) Assist in developing objectives and goals.
- 4) Inventory community resources for accomplishing these objectives.
- 5) Learn and pursue the methods of achieving the goals.
- 6) Serve as a medium for bringing private resources into the program.
- 7) Perform other related duties as directed by City Council.

SECTION 201. FUNDING RECOMMENDATION RESPONSIBILITY.

- 1) Solicit proposals for City-administered funding as directed by City Council, including but not limited to Community Development Block Grant ("CDBG") and Social Services Program funding, by announcement of the availability of funds, development of application guidelines, and publication of policies and criteria.
- 2) Review criteria used to make funding recommendations.

- 3) Establish funding levels of applicant programs.
- 4) Prepare and submit priority recommendations to City Council.
- 5) Commission also reviews staff recommendations prior to making its own final recommendations.

SECTION 202. EVALUATION RESPONSIBILITY.

- 1) Review all evaluation reports.
- 2) Question issues raised in reports.
- 3) Request evaluations if special conditions apply:
 - Imminent defending and no previous supportive evaluation
 - Possible new funding based on quality of programs
- 4) Apply the evaluation information based on the liaison visit, staff liaison contact and monitoring reports in order to formulate funding decisions.
- 5) Hear reports, presentations and appeals from programs.

SECTION 203 LIAISON GOALS.

- 1) Gain familiarity with programs.
- 2) Gain familiarity with the program's objectives, services and client profile (does not include examination of program records).
- 3) Gain familiarity with the program's operational procedures to include: project initiation, delivery of service, project completion, service delivery levels and any other appropriate information.
- 4) Attend program Board meetings as observer, if desired.
- 5) Observe program office at work, if appropriate, focusing on program activity level and program environment.

ARTICLE III MEMBERS

SECTION 300. The Community Services Commission shall consist of no fewer than seventeen (17) members, who have shown themselves qualified, by evidence of previous experience and involvement in community services and the social aspects of physical planning.

SECTION 301. In order to be eligible for appointment to the Commission a person shall be a qualified elector of the City of Hayward. The members of the Commission shall be appointed by the City Council.

SECTION 302. By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (2 ½) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

SECTION 303. In City Resolution 87-323 C.S. the City Council repeated and implemented Section 905 of the City Charter:

1. **DECLARING VACANCIES.** If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, or ceases to be a qualified elector of the City, his/her office shall become vacant and shall be so declared by the Council.
2. **EXCUSED ABSENCE.** Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.

3. ATTENDANCE The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve, which are subject to the Brown Act.

If a Commissioner misses two consecutive meetings, the Library and Community Services Department will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner office be declared vacant because of attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

ARTICLE IV OFFICERS

SECTION 400. The Commission will elect the Chairperson, Vice-Chairperson, and Parliamentarian/Historian at the August regular meeting and install them at the September meeting of every year to serve a term of one year or until their successors have been elected. The Commission Vice-Chairperson shall also serve as the Chair of the Public Services Application Review Committee. Elected officers may succeed themselves one or more times, but generally not more than twice.

SECTION 401. The Commission will elect the Chairperson of the Infrastructure Application Review Committee and the Chairperson of the Neighborhoods, Arts and Events Application Review Committee at the August regular meeting and install them at the September meeting of every year to serve a term of one year or until their successors have been elected. Elected Committee Chairpersons may succeed themselves one or more times, but generally not more than twice.

SECTION 402. The Chairperson shall appoint the Commission Activity Coordinators (Agency Liaison Coordinator; Events Coordinator; and Paratransit Advisory Committee Liaison, respectively) at the August regular meeting and install them at the September meeting of every year to serve a term of one year or until their successors have been appointed. Appointed Coordinators may succeed themselves one or more times, but generally not more than twice.

ARTICLE V DUTIES OF OFFICERS

SECTION 500. The Chairperson shall preside at the regular and special called meetings of the Commission and shall report directly to the City Council on all recommendations of the Commission. He or she shall perform all duties incident to his or her office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an *ex officio* member of all committees.

SECTION 501. The Vice-Chairperson, in the absence of the Chairperson, or in the event of the Chairperson's inability or refusal to act, shall perform all the duties of the Chairperson and when

so acting shall have all the powers of and be subject to all the restrictions on the Chairperson.

SECTION 502. In the absence of the Chairperson and Vice-Chairperson, the Parliamentarian/Historian shall preside at the regular or special meeting.

ARTICLE VI MEETINGS

SECTION 601. The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month. All agendas for the CSC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CSC.

SECTION 602. The annual dinner meeting of the Commission shall be held on the third (3rd) Wednesday of June each year.

SECTION 603. SPECIALMEETINGS; CALL; NOTICE. A special meeting may be called at any time by the presiding officer or a majority of the Commission by delivering personally or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the Special Meeting. The call and notice shall specify the time and place of the Special Call Meeting and provide a copy of the agenda. All agendas for Special Call Meetings shall be posted at the place designated by City Council.

SECTION 604. The quorum for a regular or special meeting shall be a majority of the currently seated membership of this Commission. Each member of the Commission shall be entitled to one vote on all matters brought to a vote during a regular or special meeting at which the member is present. The affirmative or negative vote of a simple majority of the currently seated membership of this Commission shall be necessary for it to take any action.

ARTICLE VII AMENDMENT

SECTION 701. Proposed amendments to these Bylaws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished to each Commission member at least 45 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

ARTICLE VIII COMMITTEES

SECTION 801. The Infrastructure Application Review Committee (ARC) shall consist of five or more Commissioners appointed by the Committee Chair. The duties of the Infrastructure ARC are: reviewing the applications for all Economic Development and Facilities applications for funding, interviewing applicants and developing recommendations of funding for the CSC.

SECTION 802. The Public Services Application Review Committee (ARC) shall consist of five or more Commissioners appointed by the Committee Chair. The duties of the Public Services ARC are: reviewing the Social

Services and CDBG Public Services applications for funding, interviewing applicants and developing recommendations of funding for the CSC.

SECTION 803. The Neighborhoods, Arts and Events Application Review Committee (ARC) shall consist of five or more Commissioners appointed by the Committee Chair. The duties of the Neighborhoods, Arts and Events ARC are: reviewing applications for Neighborhoods, Arts and Events funding, interviewing applicants and developing recommendations of funding for the CSC.

SECTION 802. The Dinner Committee shall consist of one Commissioner. More Commissioners may be appointed if the Chairperson deems necessary. The Dinner Committee shall present to the Commission location and menu options, make the reservations and arrange for payment.

SECTION 804 The Nominating Committee shall consist of three Commissioners. The Nominating Committee shall present to the Commission its recommendations for Chairperson, Vice-Chairperson and Parliamentarian/Historian for the next fiscal year.

SECTION 805 As deemed necessary, other Ad Hoc Committees may be appointed. These Committees shall generally consist of three to five Commissioners as needed.

[end]

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